

TO: FLICC Executive Board Members
 FROM: Susan M. Tarr, Executive Director, FLICC
 SUBJECT: Minutes of the May 16, 2002 FEB Meeting

<u>FEB Members</u>	<u>Agency</u>	<u>Present</u>	<u>Absent</u>
Winston Tabb	LC		X
Stephanie Bianchi	NSF	X	
Carol Bursik (Budget WG)	USGS	X	
Hugh Howard	USIS		X
Becky Lyon	NLM	X	
Sheila McGarr	Education	X	
Sara Mikel	NDU	X	
Kurt Molholm	DTIC	X	
Ken Nero	NLRB	X	
Judy Russell	NCLIS	X	
Cheryl Thomas (FAC)	Farm Credit	X	
Susan M. Tarr	FLICC	X	
Joseph Banks	FEDLINK		X
Anna Bohlin	FLICC	X	
Robin Hatziyannis	FLICC	X	
Lynn McDonald	FEDLINK	X	

AGENDA

1. Approval of minutes of the March 28, FEB meeting B Winston Tabb (LC) FLICC Chair
2. FLICC Working Groups (short reports):
 - \$Awards B Becky Lyon (NLM)
 - charge to Working Group on two-tiered library award
 - other items for change in FY2002
 - \$Budget and Finance B Judy Russell (NCLIS)
 - FY2003 proposed FLICC/FEDLINK budget /Carol Bursik (USGS), Chair, Budget and Finance WG
 - \$Content Management B Ken Nero (NLRB)/Stephanie Bianchi (NSF)
 - KM pilot project
 - \$Education B Hugh Howard (State)
 - Next steps on FLICC brainstorming
 - \$Personnel B Sarah Mikel (NDU)
 - \$Policy B Kurt Molholm (DTIC)
 - \$Preservation and Binding B (vacant)
 - \$FEDLINK Advisory Council (FAC) B Cheryl Thomas (FCA), FAC Chair
3. LC-Report C Winston Tabb:
 - \$Misc. reports
4. FLICC Report C Susan Tarr (short reports):
 - \$IMLS Librarianship grants
 - \$Commercial Activities panel report
 - \$SLA partnership for regional FLICC education events
 - \$Next General Counsels Forum, 6/4/02
 - \$FLICC Quarterly Membership Meeting, 5/30/02

5. FEDLINK (short reports):
 - \$FEDLINK Network Operations B Lynn McDonald
 - \$FEDLINK Fiscal Operations C Joseph Banks
6. Old Business:
 - \$Resolution of Knihnicki membership issue
 - \$Response from Office of Secretary of the Army re. Pentagon Library move

New Business:

AGENDA

1. Approval of minutes of the March 28, FEB meeting B Winston Tabb (LC) FLICC Chair B Kurt Molholm (DTIC) Vice Chair called the meeting to order at 9:35. The minutes were approved as written.

2. FLICC Working Groups (short reports):

\$Awards B Becky Lyon (NLM)-- Lyon reported that the working group is considering the issues requested by the FEB. The working group has completed its discussion about using the forms and promotional materials to clarify fiscal year focus and agency and library mission statements. She referred members to their meeting packets to review these revisions and asked members to review the text changes and let her know if they had any comments. Russell thought the new text changes added great clarity. Lyon then said the working group would discuss the issue of library and information center size issue at their next meeting. She said that discussions regarding this issue on the listserv so far include suggestions about budget, size of collection, size of user population or for the nomination form to include the option for libraries to self define whether they are large or small and write a justification of their determination. Lyon thought that when the group defines the size issue they should assess how the new definition compares to previous applications as a test of the new criteria. Molholm stressed that libraries still have more physical collections as compared to information centers and he added that the group should talk about content management and how that affects the delivery of services. Members also discussed clarifying issues of budget to see if there was already a standard to measure these areas. Tarr suggested using the NCES survey definitions. Nero suggested the working group contact the Small Agency Council as a way to guide the working group. He said he believed the council's definition for a small agency was one of less than 3,000 employees. Members then discussed changing environments, statutory authority, innovation, electronic versus physical collections, staff size, and operating funds. Lyon suggested a two-tier system and others talked about time to complete the application. A few members suggested that the librarian of the year award seemed to recognize the smaller libraries. Tarr mentioned that the guidelines for the honorable mentions were also going to be critical to the selection next January.

\$Budget and Finance B Judy Russell (NCLIS) B Russell reported that the working group has approved the budget the FLICC staff proposed. Tarr introduced Carol Bursik (USGS), the chair of the Budget and Finance working group, and then highlighted two items from the business plan that affect the budget. The first is a new direct pay pilot program. Tarr said they had invited seven vendors to participate, including three legal information vendors and four aggregate information vendors. The pilot will involve a process similar to the GSA supply schedule process, i.e., the vendor and FEDLINK negotiate a fee for services and the customer then issues a purchase order directly to the vendor. Customers will not need to register with FEDLINK to take advantage of riding the FEDLINK contract. FEDLINK will collect its administrative fee from the vendor; the vendor will report the amount of sales and purchases and then remit a certain percentage of those sales to FEDLINK. The percentage fee has been set at a 1 percent fee on total purchases for the pilot program. Tarr said it was an Aeither/or® program now, meaning that a vendor could still have a transfer pay account with FEDLINK and offer this new direct pay model, but could not operate under standard direct pay at the same time. When asked how this would affect FEDLINK, Tarr said this was an effort to save the direct pay program and hoped that members would continue to use FEDLINK transfer pay mode to benefit from FEDLINK's accounting services and for obligating their funds to FEDLINK. Tarr then reminded members that FEDLINK was a better negotiator of

information services contracts and services than GSA. Molholm asked about two federal agencies (i.e., GSA and FEDLINK) centralizing and offering very similar services. Tarr agreed and said after FEDLINK could evaluate the pilot, she would take up the matter with GSA. Because FEDLINK is now a revolving fund, FEDLINK can accept funds from vendors where before, the Economy Act authority limited FEDLINK's ability to accept any funds not transferred from federal agencies. The other item from the business plan that affects the budget is an aggressive program for attracting new vendors and for developing stronger consortial initiatives. The business plan also strives to have the agency library become the center of information service procurement. These ideas are subsumed under the business plan's growth strategies. As a result, the 2003 budget proposal is not completely based on previous year actuals but includes estimates of how these growth strategies will affect income. Tarr said she thought the Library of Congress would support this budget because FEDLINK has enough capital to guarantee any revenue shortfall.

Bursik then presented the proposed budget for FY2003. She referred members to their meeting packets for copies of her PowerPoint slides, the 2003 Budget Proposal, the FEDLINK program cost analysis, and the transfer pay/direct pay cost breakdown analysis. She said the most important item was that there was no increase in the transfer pay and direct pay fees. She reported that the entire budget is just under \$50,000 higher than the proposed budget for FY2002. In addition, the working group has just learned that the Library of Congress is decreasing its overhead charges from 14.9 percent to 13 percent for the library and 1.21 percent to 0.09 percent for library services. She said this reduction in costs will offset increases in salary costs. The FY2003 budget also assumes that new revenue from the growth strategies will offset other increased costs.

Bursik reminded members that FEDLINK will not charge its administrative fee on carryforward no-year funds, but she and Tarr also expect to see new income from preservation services and new contracts.

Bursik said the budget estimated direct program costs to increase by about \$100,000 with indirect fees from the Library of Congress overhead costs totaling about \$500,000. She said the working group then used a formula developed in 1991 and revised in 1997 to estimate income. The results indicate anticipated total service dollars of \$112,000,000 of which \$4 million will be carryover no-year funds (i.e., producing no new revenue).

The working group anticipates the number of transfer pay accounts will go down but total spending will increase. The number of direct pay accounts is also expected to decrease with an estimate of about \$48,000,000 in direct pay (\$24,000,000 coming from the vendor pilot).

In addition to the administrative fees, the program also has training income and pass through funds which will result in the program earning approximately \$ 4.259 million. Tarr clarified that the decrease in fee revenue from FY2002 is a result of eliminating income from carryforward no-year funds between FY2002 and FY2003.

Regarding accumulated reserves, FEDLINK began with a zero balance in FY2002, but with an administrative carry over of \$776, 536 from prior year fee surpluses. FEDLINK projected use of \$141,869 of those funds to support FY 2002. The FY2003 budget anticipates a surplus of \$47,234 which will be added to the FEDLINK reserves remaining at the end of FY2002.

Bursik then reported that the budget has been presented to the FAC and to the FEDLINK membership at its spring meeting. She said the working group will present it to FLICC membership for a vote before it is sent to the Librarian of Congress for final approval.

Tarr asked the members to vote on whether they could take the budget onto the full FLICC membership. FEB members voted unanimously to approve the budget for presentation at the Spring FLICC Quarterly Meeting.

\$Content Management B Ken Nero (NLRB)/Stephanie Bianchi (NSF)-- Nero reported that the group had not met but that Jan Herd (LC) has volunteered a taxonomy for a disaster recovery KM pilot project.

\$Education B Hugh Howard (State) B Tarr reported for Howard that the working group had met and discussed the results of the FLICC education brainstorming session. The working group subsequently split into three subject area groups to plan end user training, marketing library services, and communications and networking skills. Each group will identify which programs in these topic areas already exist and identify who the instructors are so that staff could contact some of these sources.

\$Personnel B Sarah Mikel (NDU)-- the working group will meet the following Wednesday to discuss recruiting issues.

\$Policy B Kurt Molholm (DTIC) B Molholm reported that it is an interesting time with a lot of things underway including A-130 with its March 2003 deadline to incorporate the government information security act and information policy management issues. He also talked about digital archiving, research underway on methods and approaches, and automation and taxonomy development as important issues. At a recent meeting about NARA records management he attended with representatives from the American Association of Law Libraries, the Superintendent of Documents, analysts from the Association of Research Libraries, the American Library Association, and the Federal Depository Library Council, the focus was on record keeping in the federal government and how it was currently done. When attendees discussed the dilemma that not everything really could be kept, he asked them if they wanted the artifact or the content and they agreed that was a good question. The meeting also looked at questions of how to categorize and keep items, allow for citizens' rights, and stress accountability. Molholm then went on to mention issues of the library's responsibility in terms of access and suggested that the military and other agency libraries and information centers follow FOIA guidelines as a start. He said some of the scientific information organizations are going to meet next year to discuss openness, access, and public domain. Russell asked him for a link on the international scientific event and Molholm said it was still in the planning stages but he will notify the group when information becomes available.

\$Preservation and Binding B (vacant) Tarr reported that she had asked Bianchi to be the FEB liaison to the working group and she agreed. Bianchi said the group was meeting this afternoon and that they have been working very hard on the preservation contract. Tarr said she had information about the binding contract which may or may not now be mandatory in light of the recent OMB memo encouraging executive branch agencies to do their printing and binding outside of GPO because of cost. Tarr said this was the only government-wide binding contract for all agencies, so far, and that FLICC members should try to make as useful as possible. Working Group members will lead FLICC's efforts to review these requirements before GPO solicits bids at the end of CY2002.

\$FEDLINK Advisory Council (FAC) B Cheryl Thomas (FCA), FAC Chair B Thomas reported that the FAC has met twice since the last FEB meeting and has been focusing on the FY2003 budget and the FEDLINK business plan. She also mentioned the Spring Membership meeting was a success and that most thoroughly enjoyed the presentations by the Congressional Research Service on visual branding to create a family of graphics and on their work with design students in Chicago. She also announced that Eleanor Frierson (NAL) has been elected as the new federal delegate to the OCLC Members Council.

3. LC-Report C Winston Tabb:

\$Misc Reports B No report.

4. FLICC Report C Susan Tarr (short reports):

\$IMLS Librarianship grants -- Tarr said she spoke to Donna Scheeder (SLA) about SLA's interest in the IMLS grants and recruiting more people to the profession. Tarr asked members if they wanted her to offer some feedback to IMLS about the federal community. She said she thought FEB members would want to support research and encourage more people to consider federal librarianship. Russell asked if anyone had been in touch with Mary Chute (IMLS) to consider working with her about any FEB response. Lyon said NLM has met with IMLS about possible collaboration and their recruiting plan for school and public libraries. She said they had talked to IMLS about broadening the issue because it was a concern to the broader library community. Lyon said IMLS was receptive to that idea but felt their focus must remain on schools and public librarians at least for the initial year. Russell said she went to one of their public meetings and learned they were concerned about designing a program that would last longer than one year. After more discussion among the FEB members, Tarr suggested the FEB send its support to IMLS and explore other related issues within the Personnel Working Group. Members

agreed with lending FLICC support and continuing to encourage the working group to look into internships and placements.

\$Commercial Activities panel report-- Tarr also asked FEB members for guidance on how to respond to the recent report from the commercial activities panel. She said the panel had suggested that A-76 be replaced with a new version of Part 15 of the FAR with OMB agreeing to do so within one year. Tarr had included Appendix B of the report in the members= meeting packets for a discussion at a future meeting. She then told FEB members she was concerned about an agency library using the panel=s criteria to become a Ahigh performing organization@ because of the consequences of not meeting the definition=s criteria within 3-5 years. This could put the library at risk for contracting out. Tarr reminded members about the comments she sent to the panel last year about A-76 and its use in privatizing federal libraries. The issues she raised then had not been addressed in the report nor did the panel respond to her. She also talked about the meaning of the term, Ainherently governmental,@ which she said had not changed very much from OMB=s 1992 definition. What Tarr found most interesting was that the 1992 document (OFPP Policy Letter 92-1) explains why libraries were referenced Aas a ministerial function that should be contracted out.@ She referred members to the specific discussion in the text she had included in the meeting packets. The other document she referred them to was the inventory of commercial activities. Tarr asked if it was time for the federal library community to address all of these related issues with OMB. Molholm suggested getting a member of the commercial activities panel to speak with FLICC. Tarr thought they should speak at a FEB meeting instead of a FLICC meeting or have a separate meeting and invite selected people to attend. Nero said that the panel seemed split in its support of A-76. Tarr asked members how she should move forward and members suggested more information gathering. Tarr said members had asked for Alibrary arguments@ that had been used previously and Russell suggested putting out a general call for that information. Members discussed other libraries and librarians who had been successful in efforts to avoid contracting out. Bianchi suggested having libraries who had been through the process also speak to FLICC about how that process occurred. Tarr said that she had met with an Army field library and learned how a contractor became a federal librarian. McDonald also suggested talking with NOAA. Mikel suggested asking Hugh Howard as well. Tarr then listed action items: asking FLICC members for anonymous documents supporting exclusion from competitive sourcing to share when others need arguments; (Molholm mentioned his willingness to contact panelist Bob Tobias); and surveying FLICC members to see who is participating in their agencies FAIR Act inventory and what they have learned in the process.

\$SLA partnership for regional FLICC education eventsB Tarr reported that the first event will be held in Monterey in September and will be co- sponsored with SLA and ARL. ARL plans to host a day-and-half program on the Servqual and Libqual measurement tools. FLICC will focus on measurement tools for Web sites, online services and other measurements/methodologies. People will be able to register for the entire event or either half.

\$Next General Counsels Forum, 6/4/02 B Elizabeth Pugh (LC=s General Counsel) has invited a Justice Department speaker for a presentation on filtering software. Tarr said Pugh will share information about the forum soon. Tarr hopes to focus the following discussion (next November) on the differences in collecting information about public and internal use of library Web sites. Tarr asked for speaker suggestions and for sources of additional information. FEB members pointed out that the GC Forum date conflicts with the CENDI meeting.

\$FLICC Quarterly Membership Meeting, 5/30/02B Tarr reported the main focus of the meeting will be the FY2003 FLICC/FEDLINK budget, with a presentation from Bursik, and highlights of the FEDLINK Business Plan, which Tarr will present. She then asked members for suggestions about which working groups should report. Members decided to have reports from all the working groups except for Content Management Working Group. Tarr revised the agenda with members= guidance to allow enough time for a presentation from Roberta Schaffer (The Knowledge Group) on networking and lobbying within the organization.

5. FEDLINK (short reports):

\$FEDLINK Network Operations B Lynn McDonald B McDonald reported that Eleanor Frierson has been elected as the new OCLC Member Council representative along with Nero and Bursik. She mentioned the new OCLC prices are now available and previously distributed at the Spring FEDLINK Membership meeting. She also reported staff members are meeting the Aquick win@ goals in the FEDLINK business plan and have gone ahead with the Outsell contract as mentioned in the plan. She also gave details on prospective new vendors. She

also said that LC's digital library initiative with OCLC, now called QuestionPoint, is moving ahead.

\$FEDLINK Fiscal Operations C Joseph Banks B Tarr referred members to the report in their meeting packet and said the program revenue was about 6 percent ahead of last year.

6. Old Business:

\$Resolution of Knihnicki membership issue B Tarr reported that the virtual vote was unanimous to allow her FLICC membership to continue.

\$Response from Office of Secretary of the Army re. Pentagon Library Move B Tarr referred members to the letter of response in their meeting packets.

New Business: Tarr announced that she has invited Jocelyn Rankin (CDC) to serve on the FEB as a replacement for Clara Smith, who died in April.

Tarr then reported that more than 100 librarians had responded to the Outsell survey and thanked everyone for their participation. Tarr will ask when the results will be available.

Molholm asked about the NCLIS hearings and Russell said they were favorable but there was no official word yet about funding for FY2003.

Meeting adjourned at 12:05

Next Meeting: Thursday, July 18, 2002

Action Items

1. Tarr will ask the FLICC membership for anonymous documents supporting exclusion from competitive sourcing to share when others need arguments.
2. Molholm will contact commercial activities panel member Bob Tobias.
3. Tarr will survey FLICC members to see who is participating in their agencies FAIR Act inventory and what they have learned in the process.
4. Tarr will ask when the Outsell survey results will be available.

Handouts distributed at the January 17, 2002 FEB Meeting

1. Agenda
2. Minutes of the March 28, 2002 FEB Meeting
3. Annotated changes to the FLICC Awards instructions
4. FY2003 Budget Proposal Power Point slides
5. FY2003 Budget Proposal
6. IMLS letter on ARecruiting and Educating Librarians for the 21st Century@
7. Commercial Activities Panel Final Report AImproving the Sourcing Decisions of the Government@
8. OMB Policy Letter 92-1
9. OMB Memorandum M-01-06
10. Draft Agenda for the May 30, 2002 FLICC Quarterly Meeting
11. Letter from the Department of the Army about the Pentagon Library
12. FEDLINK Fiscal Operations Report
13. FEB Membership Roster
14. FEDLINK Information Alert 2002-20 B Search Techniques of a Super Searcher
15. FLICC Meeting Announcement 2002B19 B Understanding and Using Library of Congress Subject Headings
16. FLICC Meeting Announcement 2002B11 International Monetary Fund Tour

Minutes prepared by Robin Hatziyannis (FLICC).